

Contact Information

January 29, 2007

Office of the Area Director and Administrative Officer			
Name	Title	Phone Number	Subject Matter
Olga Lee	Secretary to the Area Director	970-492-7057	Congressional Inquiries Media Contacts NPA Reprint Magazine News Articles
Louise Dalton	Secretary to the Associate/Assistant Area Directors	970-492-7058	T&A Coordinator RPES Ethics Animal Care Reports
Garnet Francesca	Secretary to the Area Administrative Officer	970-492-7048	Award Programs, Calendar of Events, Wkly Activity Reports, AGAM, Northern Highlights
Reagan Heese	Program Analyst	970-492-7006	OSQR Expert Reviews ARIS, New Scientists Development Program
Sylvia Buggle	Office Automation Assistant	970-492-7054	T&A/STAR, NPA Directory REE Directory
Bryan Kaphammer	Technology Transfer Coordinator	970-492-7028	Patents and CRADAs
Barbara King	Civil Rights Manager	970-492-7053	EEO/Civil Rights
Mark West	Statistician	970-492-7027	Project Design
Michael Wiggett	Deputy Area Director (Business Mangement)	970-492-7048	Administrative Oversight, LAO Mentoring

Personnel			
Name	Title	Phone Number	Subject Matter
Jan Jones	Human Resource & Outreach Coordinator	970-492-7002	Recruitment, Temporary & Student Appointments, Pay & Leave Issues, Benefits and Employee Relations, Non-Citizen Reporting, H-1B1 Visas, Leave Error Corrections
Kathi White	Program Support Assistant	970-492-7003	Performance Standards/Appraisals Training, Awards, Pay & Leave, Benefits, Quarterly EEO/CR Reporting
Ernie Ontiveros	Office Automation Clerk	970-492-7004	TRAI Input

Budget			
Name	Title	Phone Number	Subject Matter
Phil Dailey	Area Budget & Fiscal Officer	970-492-7010	ARMPS, Budgetary Guidance, Financial Planning, Financial Analysis and Funds Control, FFIS, CATS, E-travel
Becky Braun	Budget Analyst	970-492-7009	SAMS and FFIS, Soft Funds
Kendra McGehee	Budget Technician	970-492-7025	Status of Funds -Fort Collins Units, Soft Funds, CBAs, HHS-LOC, Backup for Travel
Linda Sundstrom	Transportation Assistant	970-492-7026	Travel (Domestic & Foreign), Travel Card, Relocations, E-travel

Procurement			
Name	Title	Phone Number	Subject Matter
Richard Jansen	Area Procurement Assistance Officer	970-492-7017	Contracts over \$100K, A&E Task Orders, Contract Guidance, Purchase Card Program (AAPC), FPDS-NG, FedBizOps
Lee Shea	Contract Specialist	970-492-7015	Contracts from \$25-\$100K, UNICOR & GSA Waivers, BPA, Purchase Card Program (Alt AAPC/Alt LAPC/LAPC), FPDS-NG, FedBizOps
Vacant	Procurement Assistant	970-492-7046	Purchases \$2,500 to \$25K, Purchase Card Program (LAPC), FedBizOpps, JWOD Liaison, CATS, FPDS-NG

Engineering			
Name	Title	Phone Number	Subject Matter
Greg Graham Benny Wong	General Engineer General Engineer	970-492-7035 970-492-7011	New Construction, Renovation, 5-Year Facility Plan, A&E Services and R&M

Safety			
Name	Title	Phone Number	Subject Matter
Bonnie King	Area Safety & Occupational Health Manager	970-492-7021	All Safety, Health and Environmental Issues
Shanna Henk	Safety & Occupational Health Specialist	970-492-7132	Safety, Health and Environmental Issues

Property			
Name	Title	Phone Number	Subject Matter
Linda Armand	Realty Specialist	970-492-7005	Real property, Revocable permits, Leases and Easements
Lisa Baete	Property Management Technician	970-492-7020	Personal Property, PROP, Vehicles, Tort claims and Physical Security
Ed Toepel	Administrative Support Assistant	970-492-7007	NRRC Mail Room/Supply Room
Karri Winder	Administrative Support Assistant	970-492-7030	NRRC Mail Room/Supply Room

Information Technology			
Name	Title	Phone Number	Subject Matter
Hank Davis	Information Technology Specialist	970-492-7012	IT Security,
Nadene Grow	Information Technology Specialist	970-492-7019	NFC Access, Agency Software, Help Desk
Heather Gossel	Information Technology Specialist	970-492-7047	NFC Access, Agency Software, Help Desk
Chuck Andre	Information Technology Specialist	970-492-7242	Help Desk
Bill Dailey	Information Technology Specialist	970-492-7324	Help Desk
Rich Miskimins	Information Technology Specialist	970-492-7428	Help Desk

Agreements			
Name	Title	Phone Number	Subject Matter
Jim Quaratino	Extramural Agreements Specialist	970-492-7029	Cooperative Agreements, Grants, Interagency Agreements, RSA and NFCA.
Marcie Currie-Gross	Agreement Specialist	970-492-7022	ARIS